# http://www2.uncp.edu/ucm/logos/wordmark/uncp_wordmark.jpg

PART B - To be completed by the sponsoring UNCP Academic Department

Complete all of the information below. IP requires both parts A & B of the DS-2019 Request Form for the J-1 Exchange Visitor & all accompanying documents in order to issue a DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status. Once Parts A & B are completed, please submit the forms & the accompanying documents to IP: Proof of Funding for Exchange Visitor (e.g. Offer letter, bank statement, Sponsor letter in English & in US Dollars); copy of biographical page of Exchange Visitor’s passport, copy of Curriculum Vitae or resume in English & Invitation Letter. Please allow 10 business days for DS-2019 processing at IP. The Personnel Representative signed in this form will be notified via email once the DS-2019 is available for pick up. If the notification should be sent to another representative, please specify when submitting the request.

Is this scholar coming through the CHEDP Program? \_\_\_\_ Yes \_\_\_\_ No

Scholar LAST Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(as noted in Passport)

Sponsoring UNCP Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/ School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Research Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The proposed effective date (Begin/Hire/Start date) should be at least 90 days into the future from the date of submission to IP. IP recommends 1 year maximum initial appointment for scholars whose primary funding source is personal funds or is non-UNCP funding. Any change in begin or end dates, funding, pay status, pay amount, supervisor, residence, or site of research activity must be authorized in SEVIS by IP before the change is effective.

Proposed effective date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed end date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Housing is an issue if the start date does not coincide with the academic calendar.

Title/Appointment at UNCP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours worked per week (MUST BE 30 hours per week or greater) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this a non-tenure track position, temporary in nature?(Must be a non-tenure track position) □ YES □ NO

Is this a paid position? (If paid by UNCP) □ YES □ NO

Is this individual currently a student overseas? □ YES □ NO

Does the scholar hold at least a bachelor’s degree? (Scholar must hold a bachelor’s) □ YES □ NO

Can this scholar reasonably complete the research in the time allotted? □ YES □ NO

Has this visitor ever been applied for, been accepted to, visited, or been employed by UNCP? □ YES □ NO

Please select J-1 Category \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Research Scholar/Professor or Short Term Scholar)

**Note:** A short-term scholar is designated for a term limited to only six months. No extension is possible. Do not

use this category if there is a possibility that more than six months will be needed for the research program.

 A research scholar is for a term of six months or more, for one year at a time, for up to 5 years.

 A professor is primarily to be used for teaching or lecturing.

Site of Research (Enter Room/Lab#, Building, Street Address, City, State and ZIP Code)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Visitor’s primary activity or research at UNCP (Please be specific but use non-technical terms)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Funding Information**

By federal regulation, Form DS-2019 for foreign nationals cannot be issued without documentation of funding for minimum maintenance costs for the full period covered by the DS-2019. The current required minimums to cover living expenses & health insurance are: **$1,500** for the principal visitor per month. Please enter the **total amount required for the principal visitor’s entire stay** (multiply the monthly amount for the number of months the Scholar will spend at UNCP). Also specify the source of funding and each funding amount. Please attach written documentation in English of the source and exact amount of funding (in US dollars), such as UNCP offer letter, letter on letterhead from other funding institution, bank statement (statement cannot be more than 3 months old). Please note that if a range of funding is given such as $1,400 - $1,800, IP will use the lower amount of the range when calculating the financial information.

**Source of Funding Amount**

□ UNCP (Direct payment or via grant) \_\_\_\_\_\_\_\_\_\_\_

□ The Exchange Visitor’s Government (In English and in U.S. Dollars. Attach support letter) \_\_\_\_\_\_\_\_\_\_

□ All other organizations (In English and in U.S. Dollars. Attach support letter) \_\_\_\_\_\_\_\_\_\_\_

□ Personal Funds (In English and in U.S. Dollars. Attach current bank statement in US dollars \_\_\_\_\_\_\_\_\_\_\_

**Total**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Scholar may want to bring their dependents (spouse & children) on J-2 status.
Do you support the scholar bringing dependents? \_\_\_\_\_Yes \_\_\_\_\_No***

***CHEPD scholars are not permitted to bring dependents on J-2 status.***

The J-1 Exchange Visitor program regulation requires that the Exchange Visitor possesses sufficient proficiency in the English language to participate in their program. Please conduct an in person/videoconference interview to assess the Scholar’s language skills & complete the fields below accordingly. An IP representative MUST be included in the interview. The scholar will need to provide a copy of their passport prior to the interview to ensure verification of identity.

**Attestation of English language ability for the U.S. Department of State as required by 22 CFR Part 62**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that I hold the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at UNCP and that I am a native speaker/fluent in English language.

On the date of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I conducted an interview in English with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The interview started at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ended at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I confirmed the identity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by comparing the information & photograph on the biographic page of the passport provided.

I declare that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is proficient in the English language so as to successfully participate in their J-1 Exchange Program and to function on a day-to-day basis in the U.S. Also, that their English proficiency is sufficient to ensure that they will be able to safely function on-campus and in community, communicate with colleagues, campus personal, students and other, as needed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Those present at the interview

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 IMPORTANT INFORMATION REGARDING DEPARTMENTAL RESPONSIBILITIES

The Exchange Visitor will be supervised by the UNCP faculty sponsor whose signature appears below, and the proposed research (or teaching) activity is both consistent with the objectives of the Exchange Visitor Program & the goals, strengths, & interests of the academic/research department. There will be sufficient resources & oversight in the department to provide adequate supervision, safety, & a satisfactory research experience for the visiting scholar. The department understands & agrees to assist the Exchange Visitor in getting settled in the Pembroke area, will provide appropriate supervision to the Exchange Visitor, & will notify IP of a possible late arrival, an early termination, changes in payment, or any significant problems in the Exchange Visitor's program. The department is responsible for completing the appropriate employment forms and appointment steps. By signing & submitting this form to IP the department confirms that the Scholar will be provided with a Supervisor & all necessary accommodations to complete the proposed research activity outlined in the DS-2019 request form.

Name of Faculty Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Name of Department Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Name of College/School Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

All research conducted at UNCP, for UNCP &/or in collaboration with UNCP must be reviewed by Dr. Rebecca Bullard-Dillard to ensure Deemed Export is considered. Provide a detailed letter of the proposed research for her review & obtain her signature after review. Provide a copy of the letter provided to Dr. Bullard-Dillard to IP.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

**Ready to submit the request?** Please attach the following documents for a complete submission:

□ DS-2019 request form PART A and PART B;

□ Proof of funding (bank statement, offer letter in English and values in US$);

□ Copy of biographical page of Exchange Visitor’s passport

□ Copy of Curriculum Vitae or resume (in English)

□ Original Invitation Letter from the department, including dates, research program, etc.

If this is a request for a transfer-in to UNCP, please also include copies of the Exchange Visitor’s current DS-2019 Form, I-94 card and visa. Email the forms and document to ip@uncp.edu or deliver a hard copy at the IP office.

Checklist: Departments are responsible for ensuring the scholar has the resources for a successful research program. IP is responsible for the immigration advisement, a bank and DMV letter (if needed), guidance on entering the U.S. and a required immigration orientation. IP is also responsible for ensuring the scholar is making adequate progress with their program of research.

The department is responsible for ensuring the scholar will work on their program of research at least 30 hours a week, the faculty mentor meets with them at least once a week to discuss progress, conduct a mid-term evaluation and a final presentation. The department is also responsible for assisting the scholar obtain a Brave Card, UNCP email address, campus tour, access to the library, housing arrangements, has office space or needed resources to conduct research, etc.